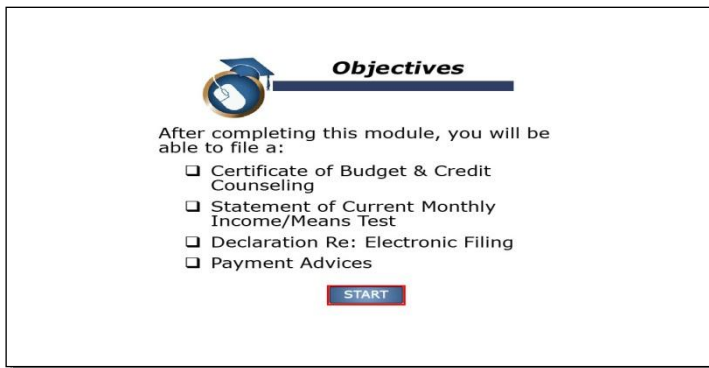




Slide 1

Notes: Welcome to the training module on Case Opening Continued: Filing Required Documents for a New Bankruptcy Case. This module guides you through the other documents that must be docketed separately to complete the filing process for case opening.



Slide 2

Notes: After completing this module, you will be able to file a Certificate of Budget & Credit Counseling, Statement of Current Monthly Income/Mean Test, Declaration Re: Electronic Filing, and Payment Advices. Additionally, the attorney is required to file a Disclosure of Compensation (located under Attorney Filed Documents) although it will not be covered in this module. When you are ready to begin, click START.



Slide 3

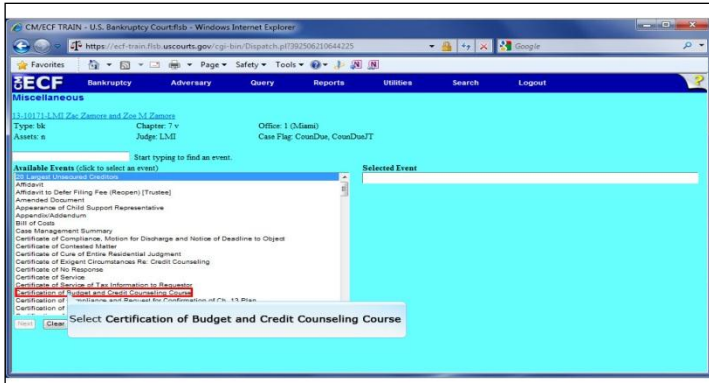
Notes: Our first lesson focuses on filing the Certificate for the Budget and Credit Counseling Course. Each individual debtor is required to complete an approved course PRIOR to filing a new bankruptcy case. In a joint petition, both spouses must comply with this requirement. This course should not be confused with the Financial Management course which needs to be completed within 45 days after the first date set for the meeting of creditors.



m the list.

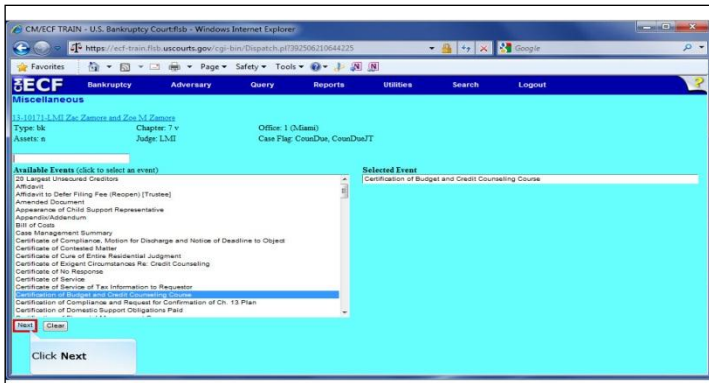


number and click Next.



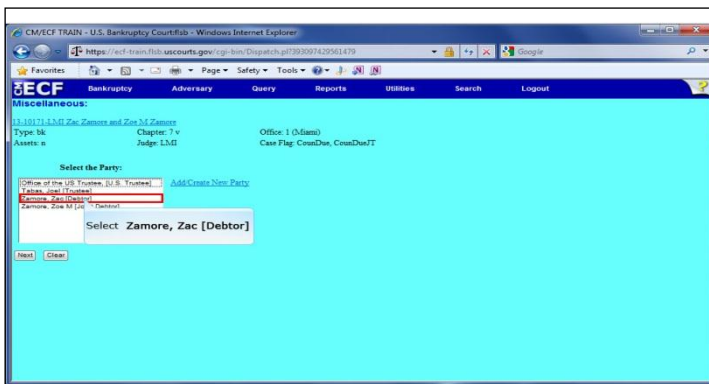
Slide 7

Notes: The Available Events screen will appear. From the Available Events list, select Certification of Budget and Credit Counseling Course.



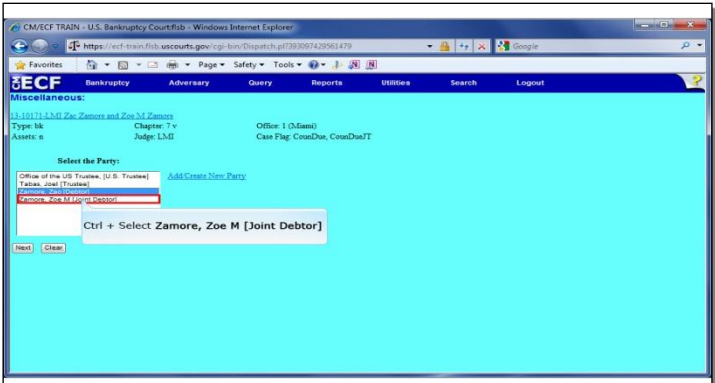
Slide 8

Notes: Confirm your selection appears under Selected Events and click Next to continue.



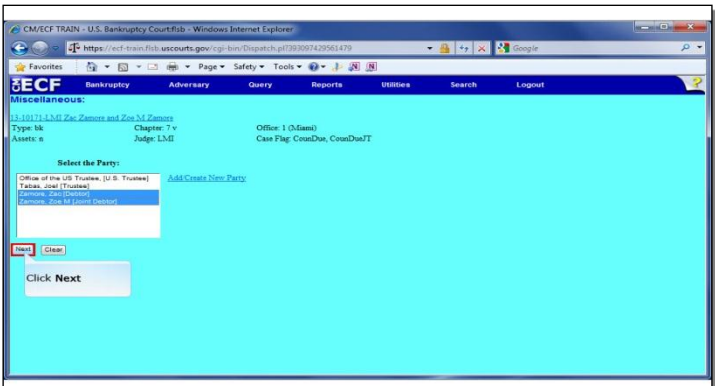
Slide 9

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



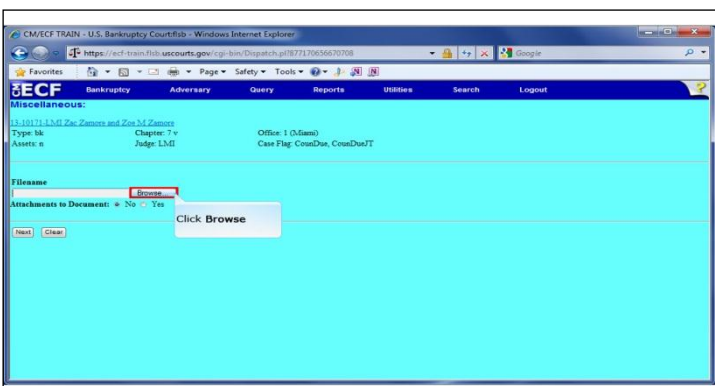
Slide 10

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



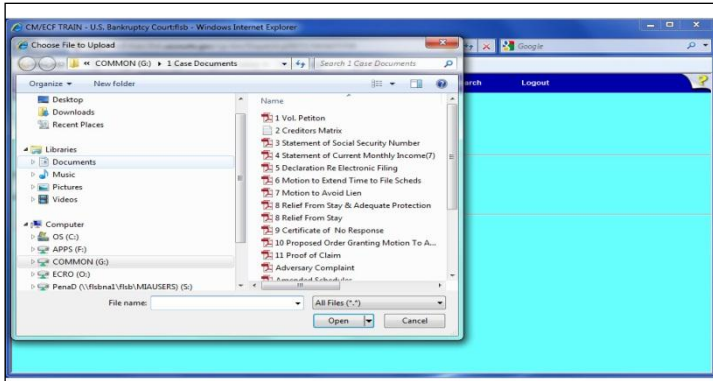
Slide 11

Notes: Once both are highlighted, click Next.



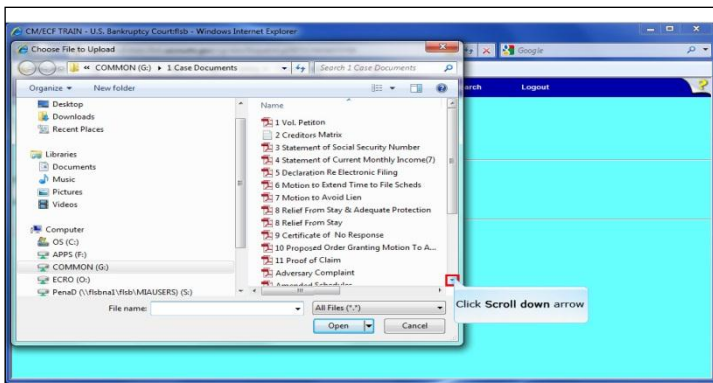
Slide 12

Notes: The PDF selection screen will appear. Each individual debtor is required to file their own certification. A certification for a debtor and joint debtor may be filed in one event or each may be entered separately. For the purposes of this tutorial, we will include both certifications in one PDF. Click the Browse button to locate the PDF file.



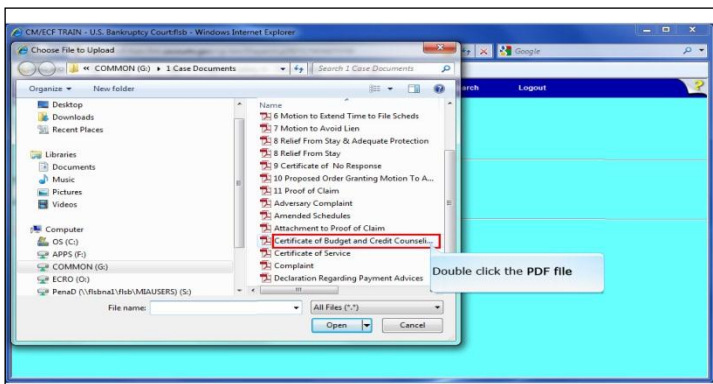
Slide 13

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



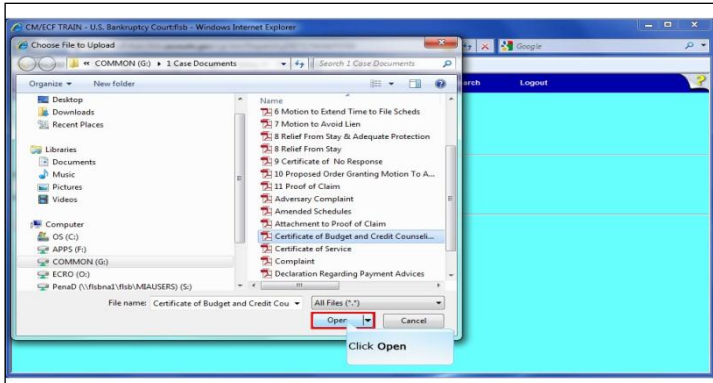
Slide 14

Notes: Click the Scroll Down arrow to locate the file.



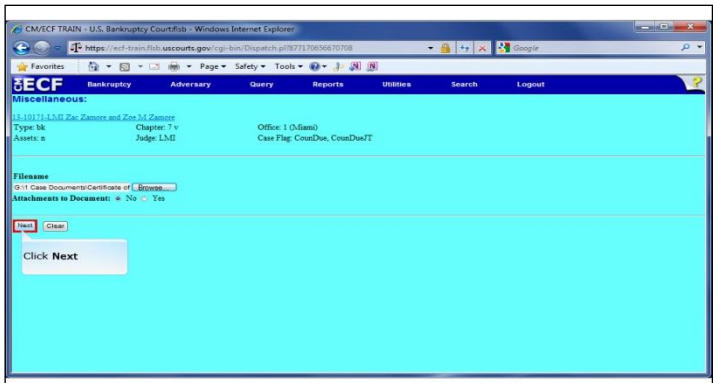
Slide 15

Notes: Before uploading, verify the correct PDF file is selected and that it is complete and legible. For this tutorial, we will not simulate reviewing the PDF file. Double-click the PDF file.



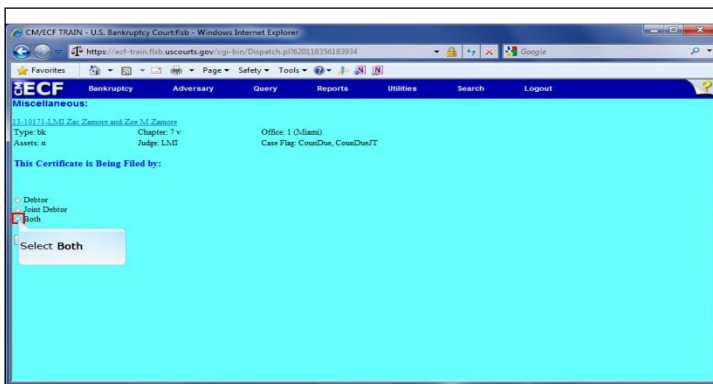
Slide 16

Notes: Click Open to associate the file with the case.



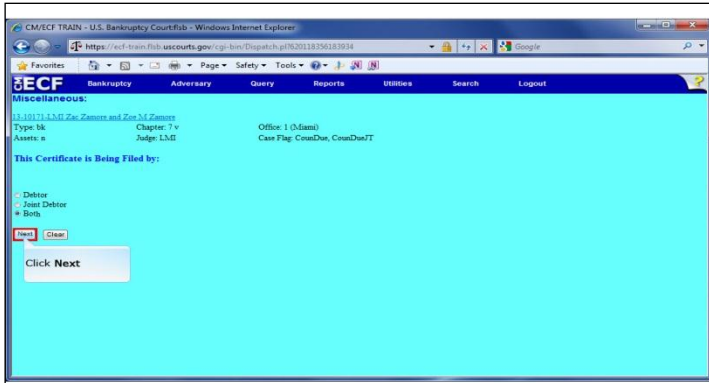
Slide 17

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



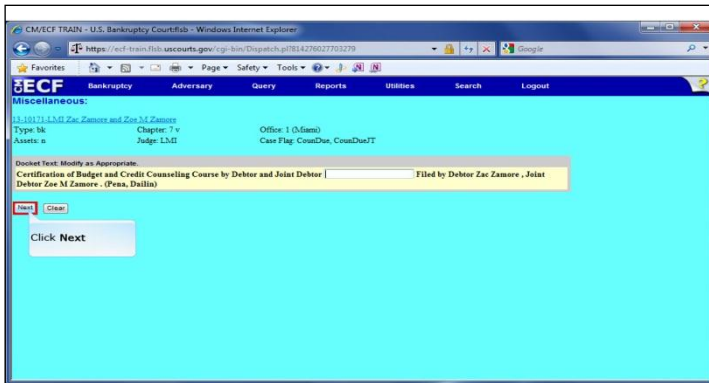
Slide 18

Notes: Since we included both certifications in one PDF, the Certificate is being filed by Both. Select Both.



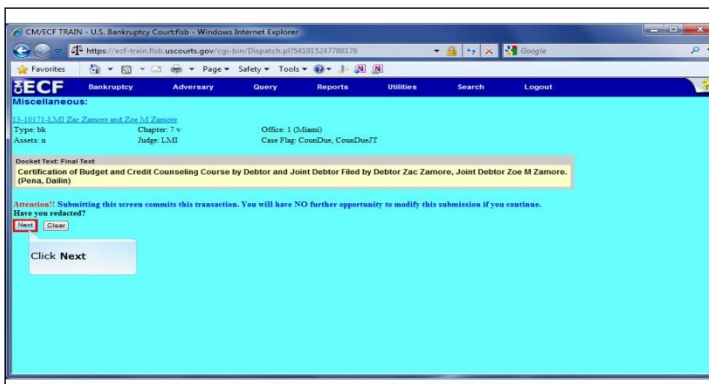
Slide 19

Notes: Click Next to continue.



Slide 20

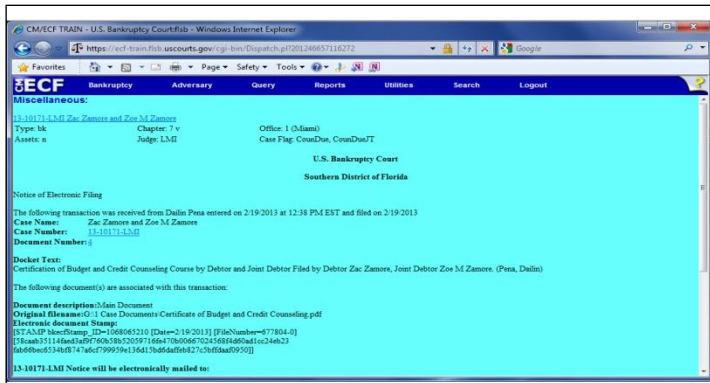
Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next.



Slide 21

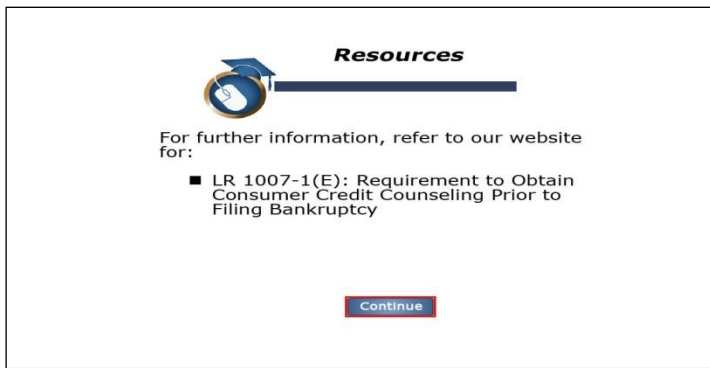
Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.





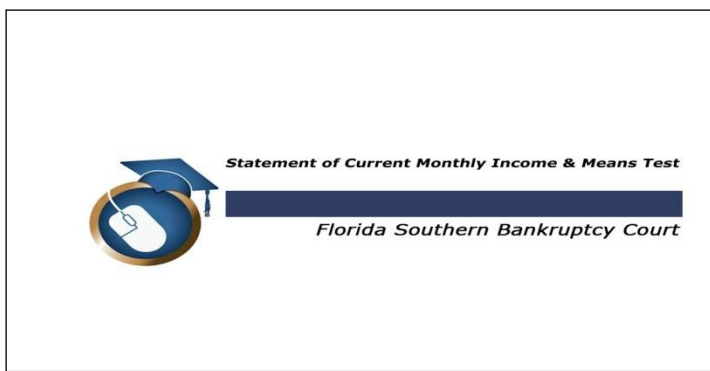
Slide 22

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER log in and published fees will apply.



Slide 23

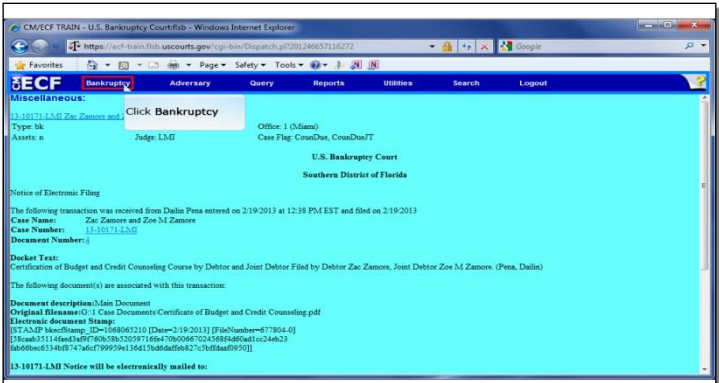
Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.



Slide 24

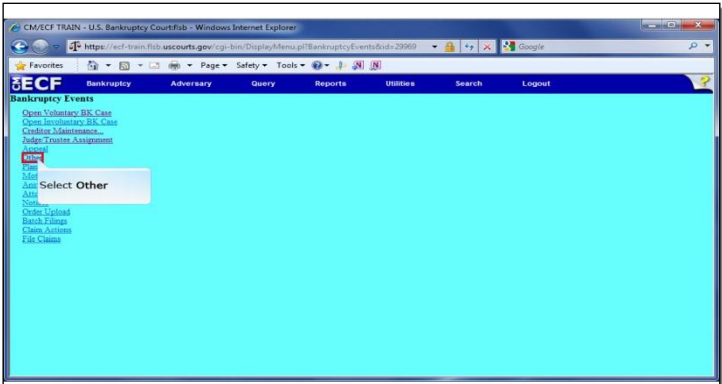
Notes: We are now ready to file our next required pleading, the Statement of Current Monthly Income and Means Test Calculation (Form B22A for a Chapter 7 case).





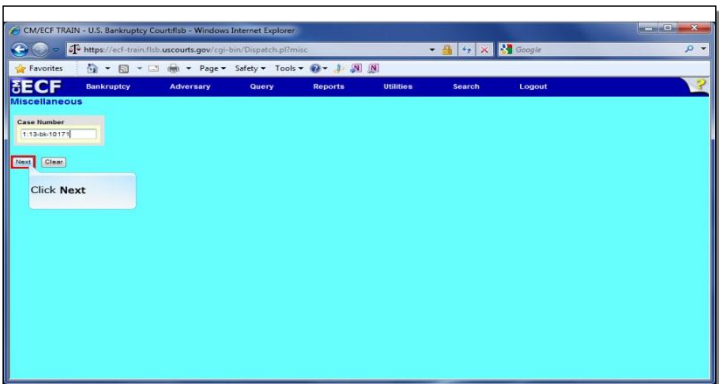
Slide 25

Notes: From the Main Menu bar, click Bankruptcy.



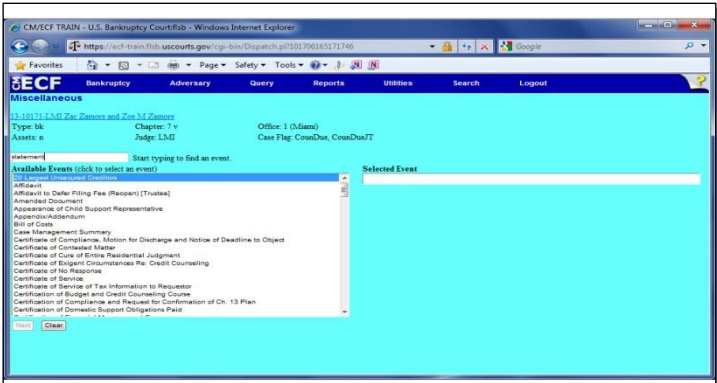
Slide 26

Notes: The Bankruptcy Events list will appear. Select Other from the list to get started with your transaction.



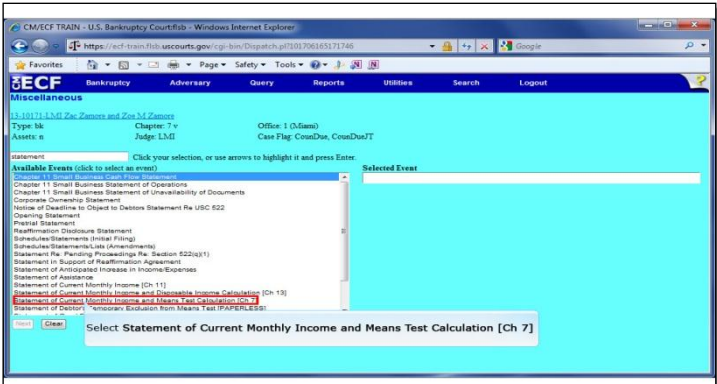
Slide 27

Notes: The Case Number screen will appear. Verify the case number and click Next.



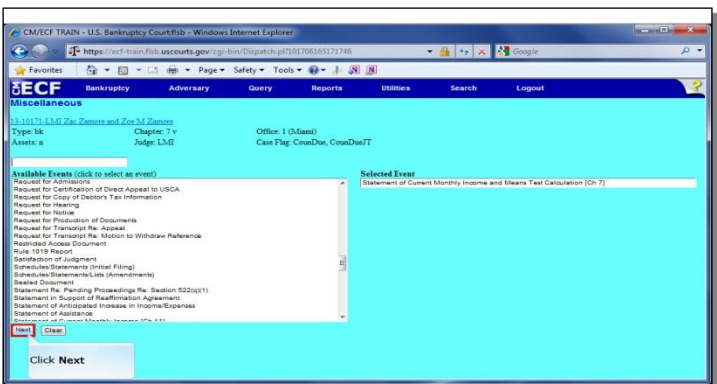
Slide 28

Notes: The Available Events screen will appear. Click in the text box and type “statement” to narrow your search.



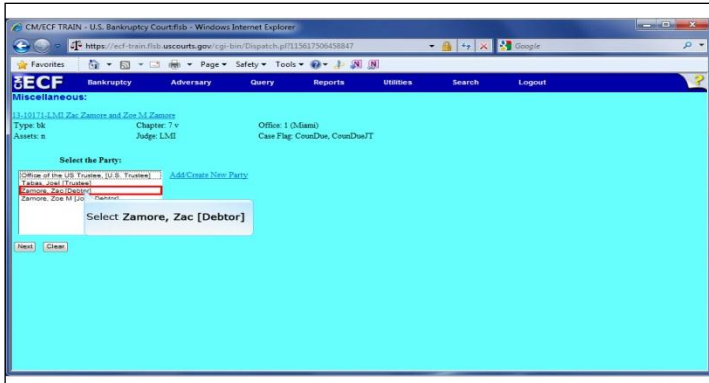
Slide 29

Notes: Select Statement of Current Monthly Income and Means Test Calculation (Ch 7) from the list.



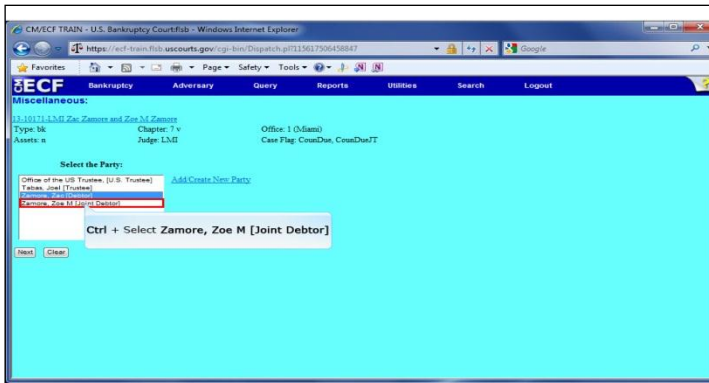
Slide 30

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



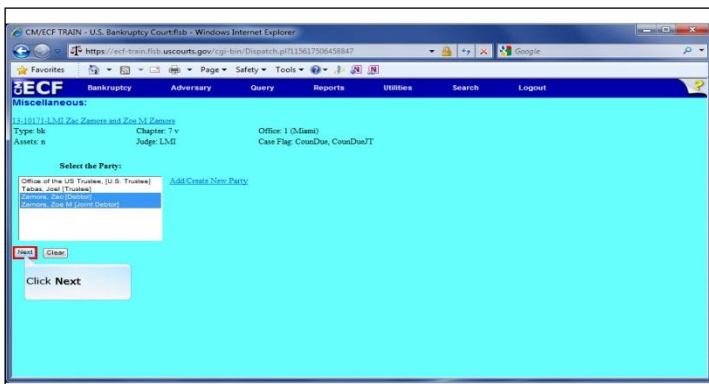
Slide 31

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



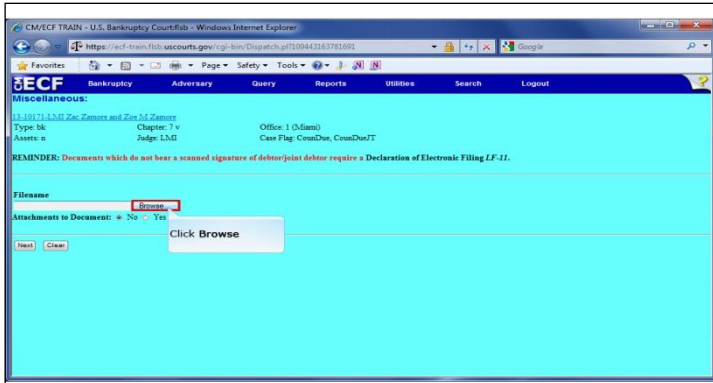
Slide 32

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



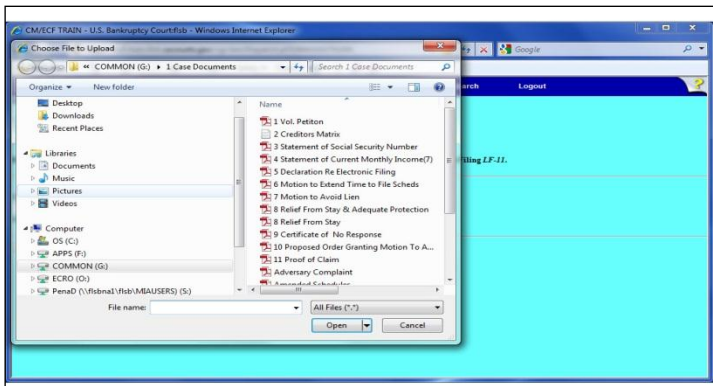
Slide 33

Notes: Once both are highlighted, click Next.



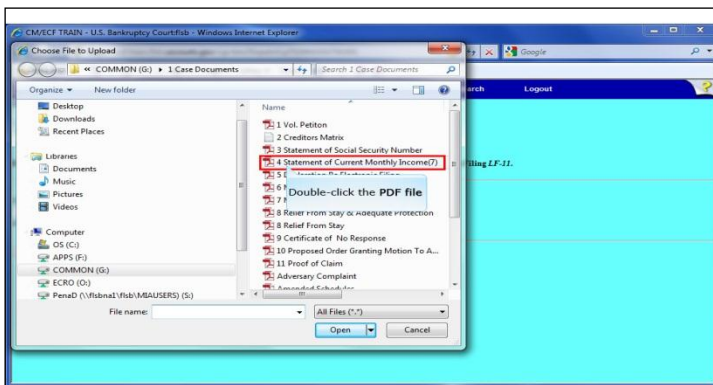
Slide 34

Notes: The PDF selection screen will appear. Review the Reminder concerning signatures and proceed accordingly. We will be filing a Declaration for Electronic Filing after we are done with this transaction. Click the Browse button to locate the PDF file.



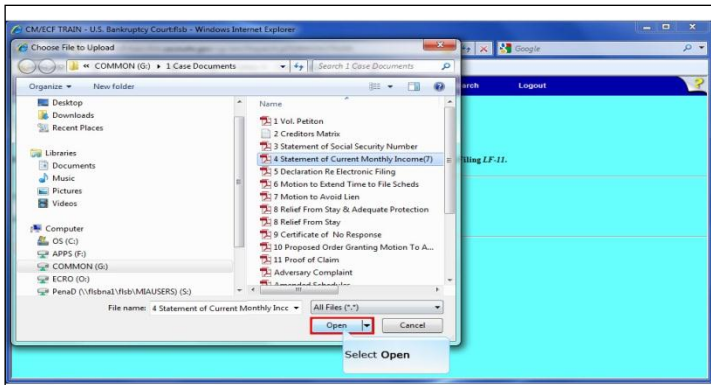
Slide 35

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



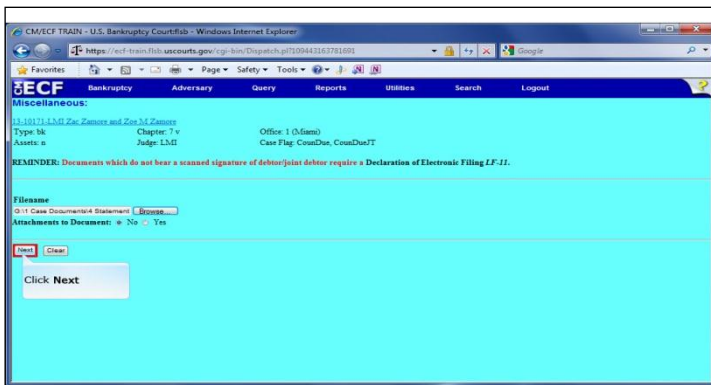
Slide 36

Notes: Before uploading, verify the correct PDF file is selected and that it is complete and legible. For this tutorial, we will not simulate reviewing the PDF file. Double-click the PDF file



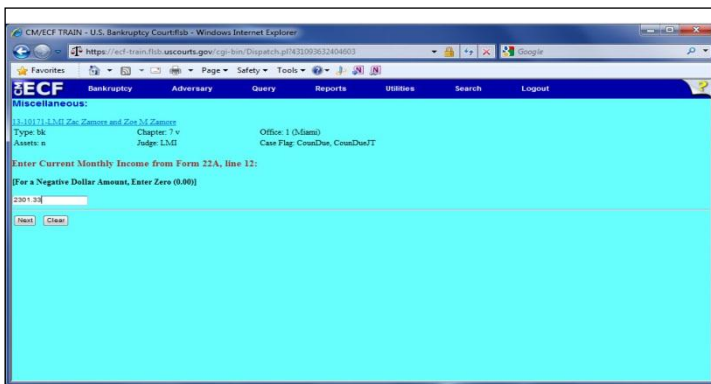
Slide 37

Notes: and click Open to associate the file with the case.



Slide 38

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 39

Notes: Click in the text box and enter the current monthly income amount from Form 22A, line 12.

Slide 40

Notes: Click Next to continue.

Slide 41

Notes: The Statistical Data screen will appear. Complete all the fields contained in the Statement of Current Monthly Income and the Summary of Schedules. If the Summary of Schedules has not been filed this can be left blank. For this tutorial, both are filed and the information has been entered for you.

Slide 42

Notes: If the filer seeks a temporary exclusion from the means test under the National Guard and Reservist Debt Relief Act of 2008, in addition to filing Form B22A, file the paperless entry (Statement of Debtors Temporary Exclusion from Means Test) - found under the Other category – after all other case opening events have been entered. Scroll down to the bottom of the screen to continue.



CM/ECF TRAIN - U.S. Bankruptcy Court/fish - Windows Internet Explorer

https://ecf-train.fish.uscourts.gov/cgi-bin/Dispatch.pl?29258840160373

JECF Bankruptcy Adversary Query Reports Utilities Search Logout

Line 20B: Local standards: housing and utilities; mortgage/rent expenses 1600.00

Line 22A: Local standards: transportation: vehicle operation/public transportation expense Number of vehicles used: 2 or more Amount: 1450.00

Line 22B: Local standards: transportation: additional public transportation expense 600.00

Line 23: Local standards: transportation ownership/lease expense Number of vehicles owned: 2 or more

Line 23c and 24c: Local standards: Net transportation ownership/lease expense Vehicle 1: 250.00 Vehicle 2: 450.00

Line 31: Total expenses allowed under IRS standards 30000.00

Line 38: Education expenses for dependent children under 18 6000.00

Line 39: Additional food and clothing expense 3500.00

Line 41: Total additional expense deductions 120.00

Line 46: Total deductions for debt payment 26000.00

Line 47: Total of all deductions allowed

Line 50: Monthly disposable income 0.00

Line 51: 60-month disposable income 0.00

Line 52: Initial presumption determination Presumption does not arise

Line 53: Total debt 3218.00

Line 54: Monthly disposable income 600.00

Line 55: Initial presumption determination Presumption does not arise

Click Next

Slide 43

Notes: Verify the accuracy of the data entry and click Next.

CM/ECF TRAIN - U.S. Bankruptcy Court/fish - Windows Internet Explorer

https://ecf-train.fish.uscourts.gov/cgi-bin/Dispatch.pl?76117300006643

JECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

12-10171-LMD Pac. Zimmers and Zos M Zimmers

Type: bk Chapter: 7 Office: 1 (D.Dam)

Assets: a Judge: LMD Case Flag: CounDus, CounDusJT

Presumption of Abuse Arises:

Yes No

Select No

Slide 44

Notes: The Presumption of Abuse Arises screen will appear. For Chapter 7 cases, the abuse summary is captured in the upper right corner of Form B22A. The presumption of abuse will also appear on the Meeting of Creditors notice served upon all parties by the Clerk's Office. For this tutorial, confirm presumption of abuse does not arise by selecting NO.

CM/ECF TRAIN - U.S. Bankruptcy Court/fish - Windows Internet Explorer

https://ecf-train.fish.uscourts.gov/cgi-bin/Dispatch.pl?76117300006643

JECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

12-10171-LMD Pac. Zimmers and Zos M Zimmers

Type: bk Chapter: 7 Office: 1 (D.Dam)

Assets: a Judge: LMD Case Flag: CounDus, CounDusJT

Presumption of Abuse Arises:

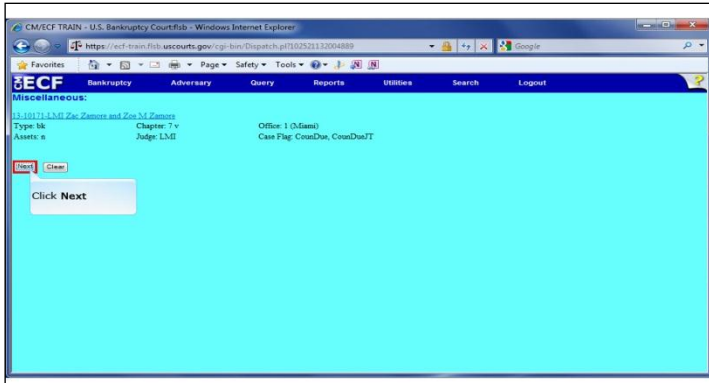
Yes No

Click Next

Slide 45

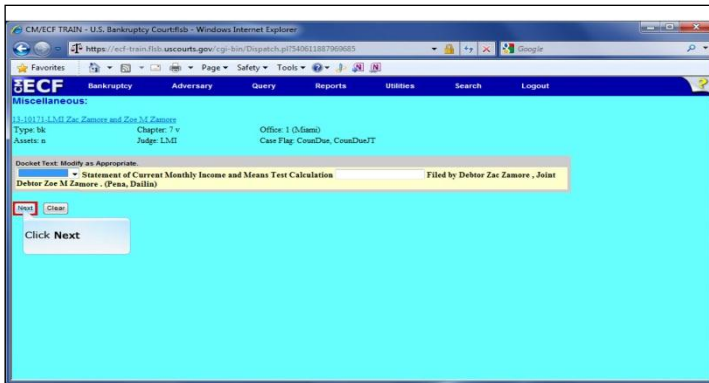
Notes: Click Next to continue.





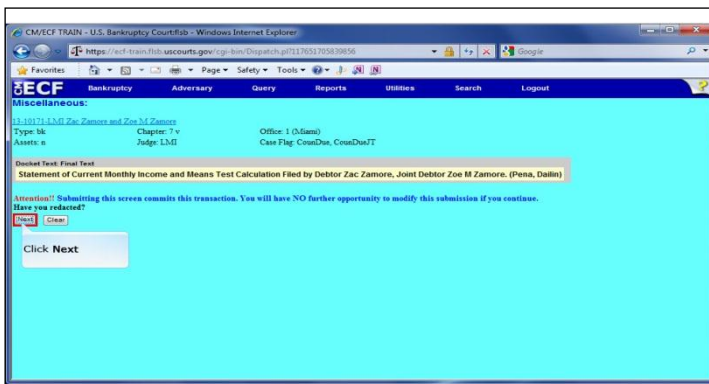
Slide 46

Notes: Click Next at the default screen.



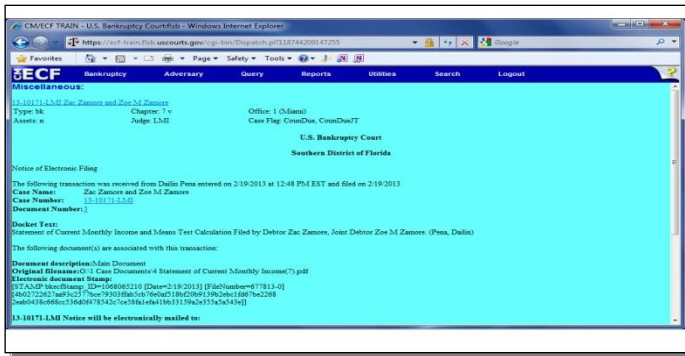
Slide 47

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



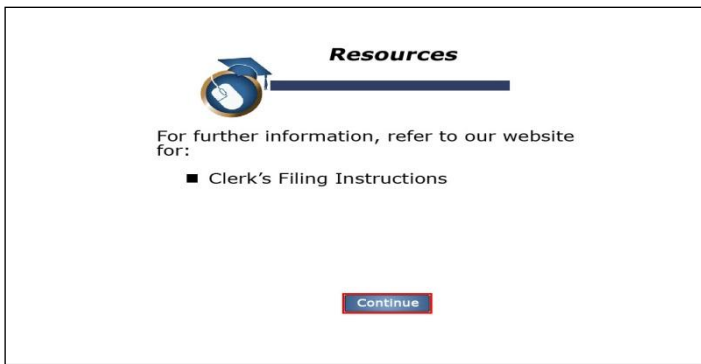
Slide 48

Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



Slide 49

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.



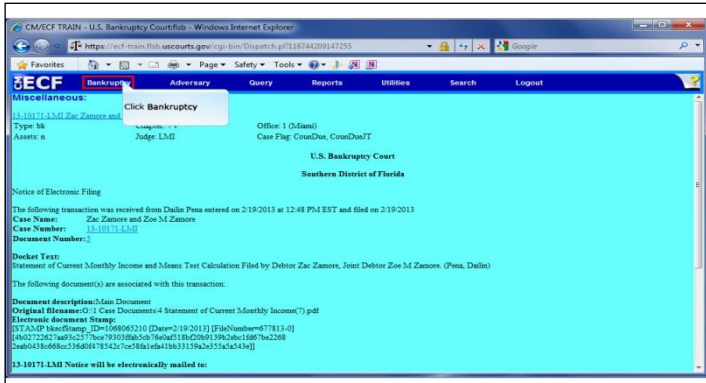
Slide 50

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.



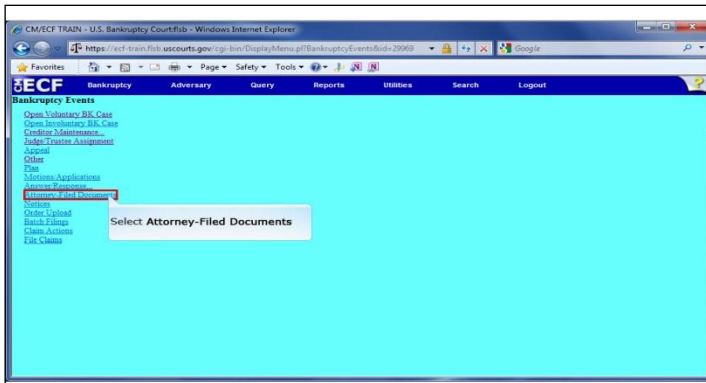
Slide 51

Notes: Welcome to the lesson on Declaration for Electronic Filing. Debtors with attorneys must sign the Local Form Declaration Under Penalty of Perjury to Accompany Petitions, Schedules, Filing Fee Applications and Statements Filed Electronically (LF-11). This declaration must be filed with each electronically filed initial petition or amended petition and must contain the imaged signature of the debtor. Additionally, the Local Form provides instructions for when to submit this form with other documents.



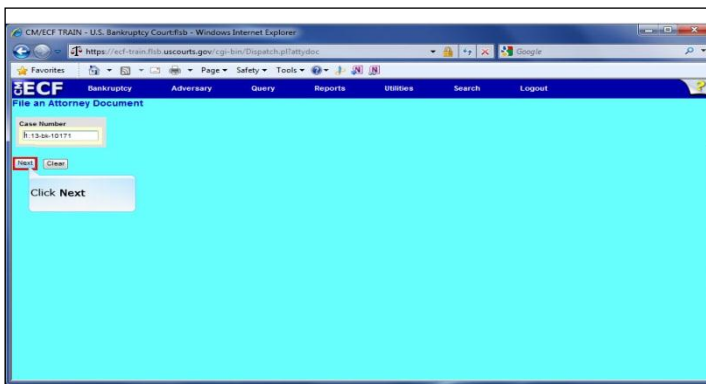
Slide 52

Notes: From the Main Menu bar, click Bankruptcy.



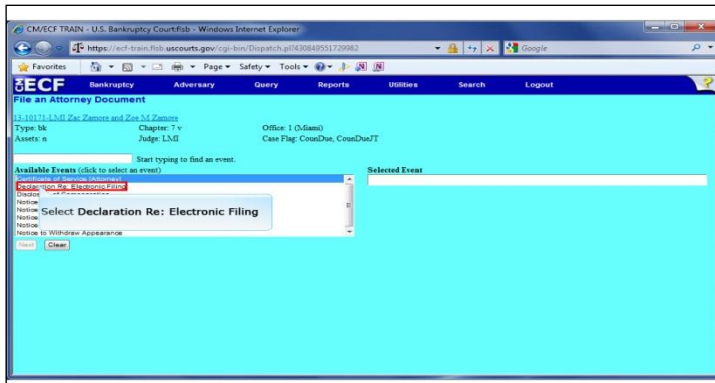
Slide 53

Notes: The Bankruptcy Events list will appear. Select Attorney Filed Documents from the list.



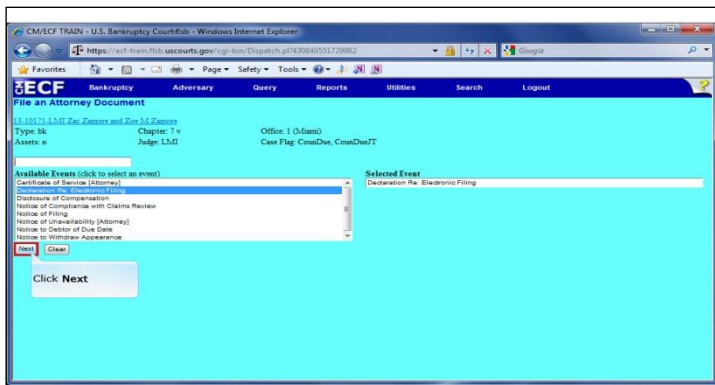
Slide 54

Notes: The Case Number screen will appear. Verify the case number and click Next.



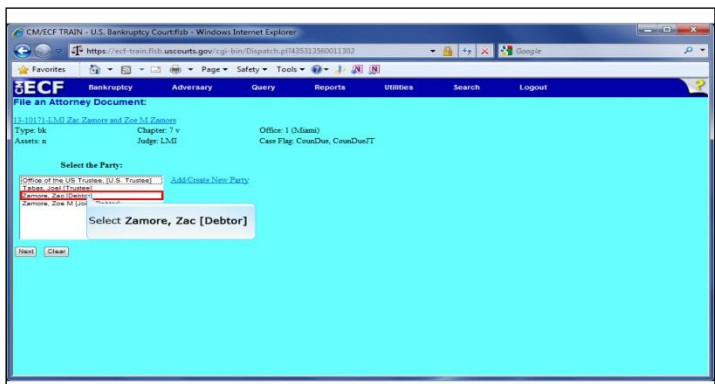
Slide 55

Notes: The Available Events screen will appear. Select Declaration Re: Electronic Filing from the list.



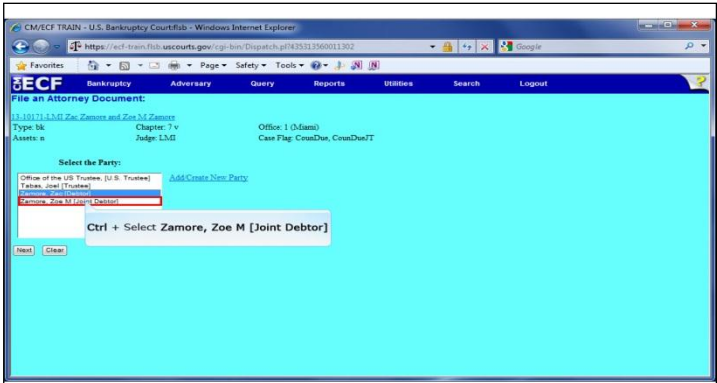
Slide 56

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



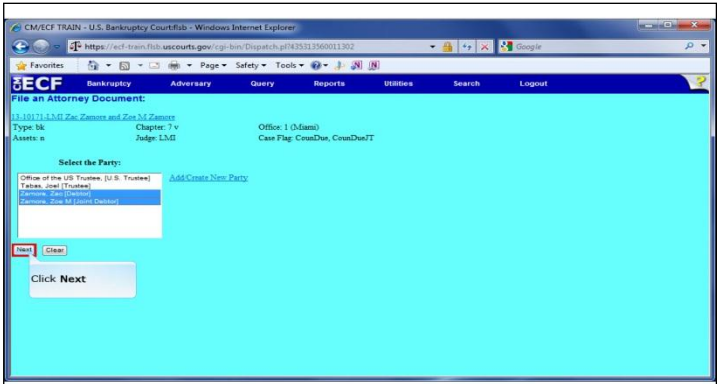
Slide 57

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



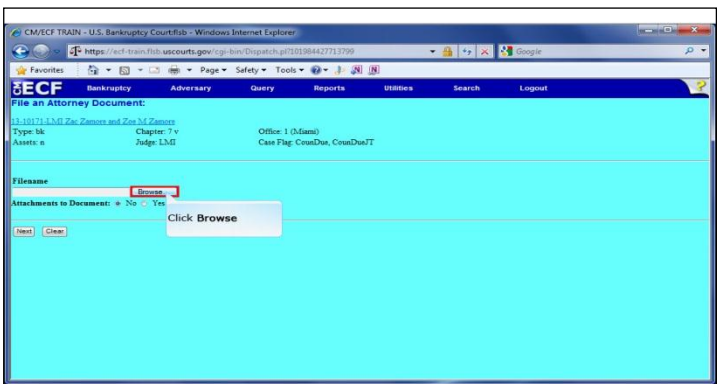
Slide 58

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



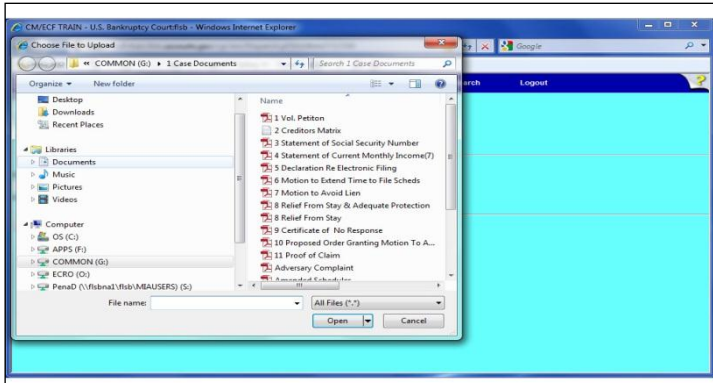
Slide 59

Notes: Once both are highlighted, click Next.



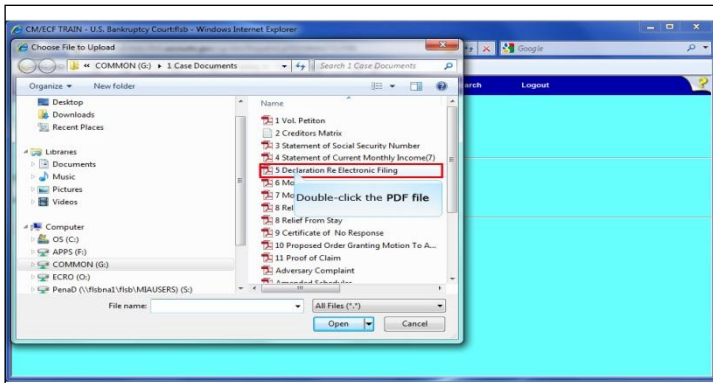
Slide 60

Notes: The PDF selection screen will appear. Click the Browse button to locate the PDF file.



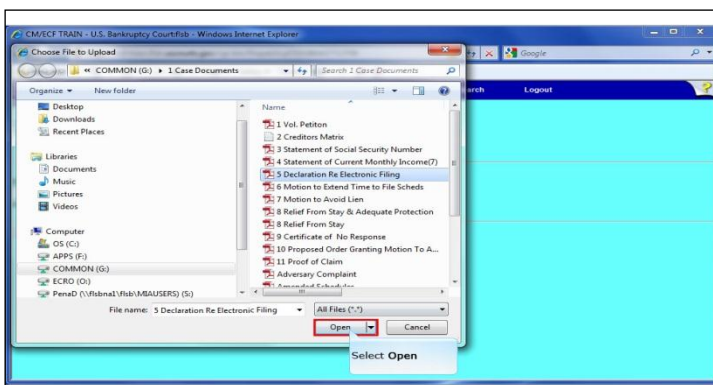
Slide 61

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



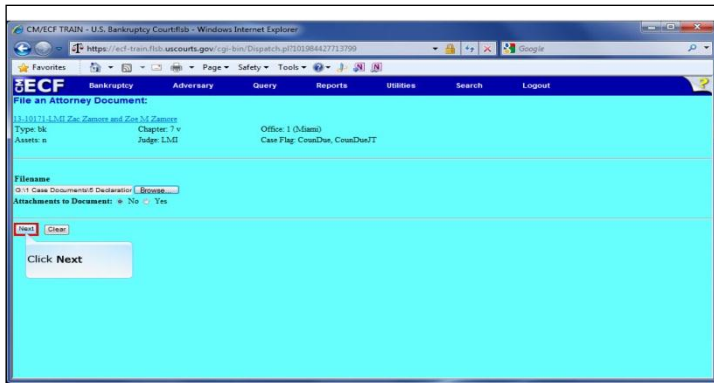
Slide 62

Notes: Before uploading, verify the correct PDF file is selected. Additionally, verify the PDF has the imaged signatures of the debtors, identifies the documents to which it refers, and the date when the original document was executed. For this tutorial, we will not simulate reviewing the PDF file. Double-click the PDF file.



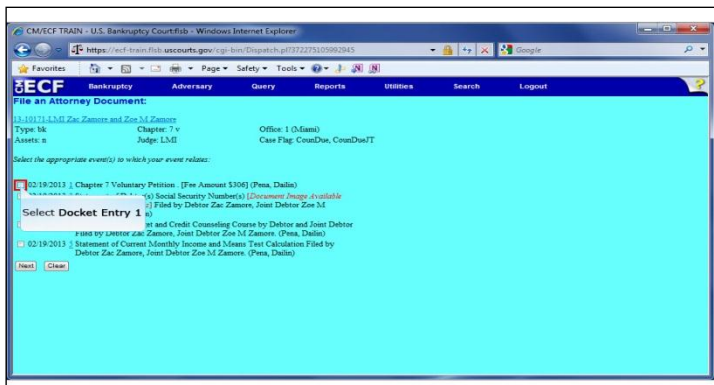
Slide 63

Notes: Click Open to associate the file with the case.



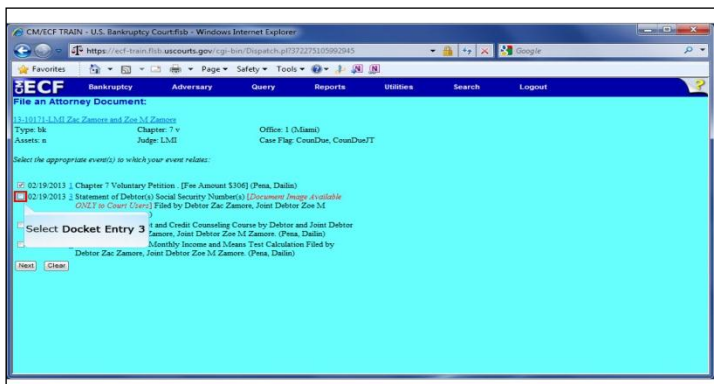
Slide 64

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 65

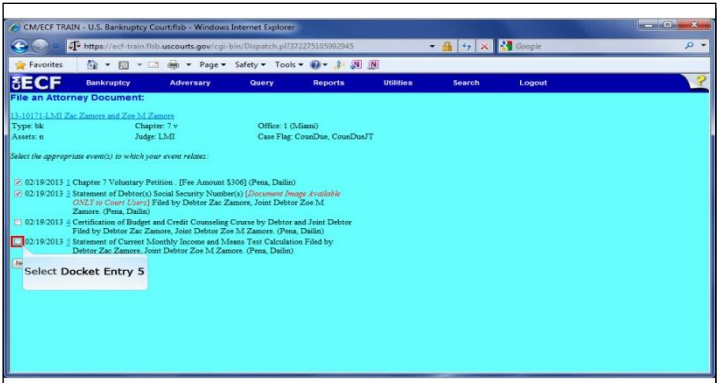
Notes: The Select Events screen appears. Select the same documents contained in the Declaration. The selections on this screen must match the PDF file. Start by selecting docket entry 1: the Chapter 7 Voluntary Petition.



Slide 66

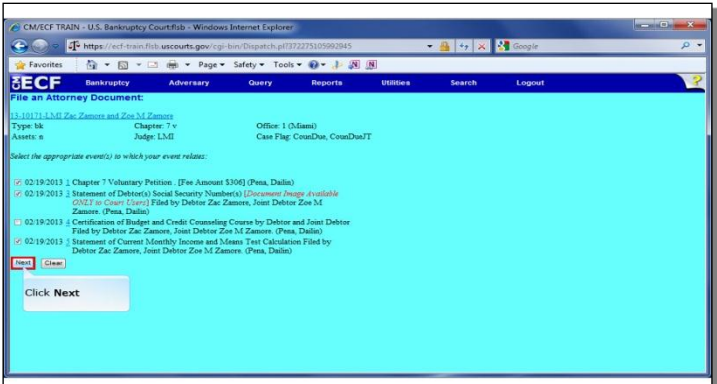
Notes: Next, select docket entry 3: Statement of Debtor(s) Social Security Number(s).





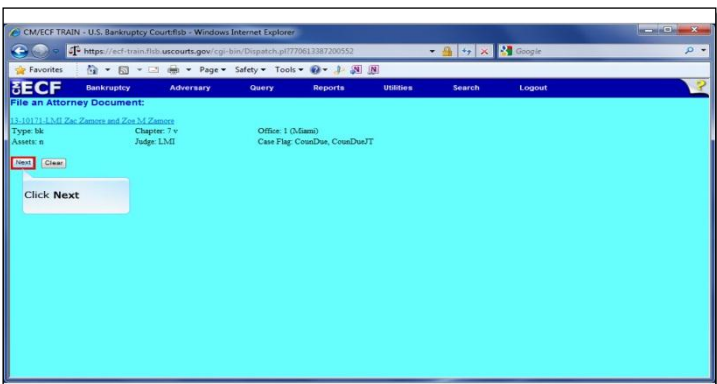
Slide 67

Notes: Last, select docket entry 5: Statement of Current Monthly Income and Means Test Calculation.



Slide 68

Notes: Once the documents have been selected, click Next.

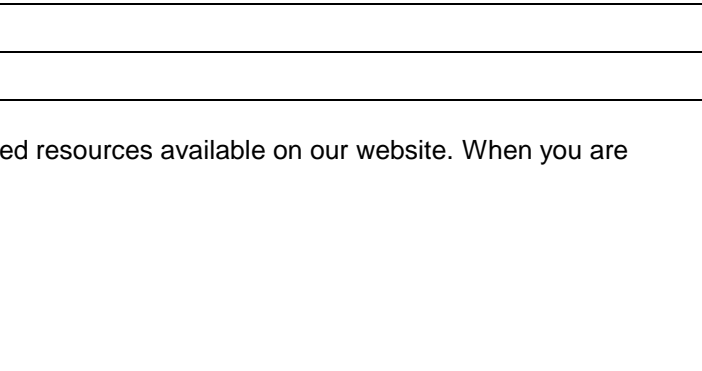
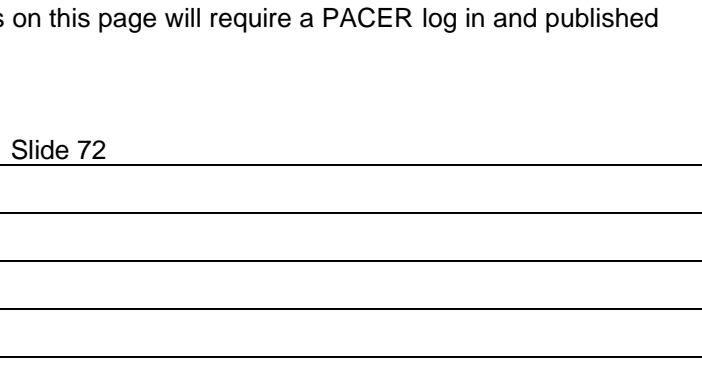


Slide 69

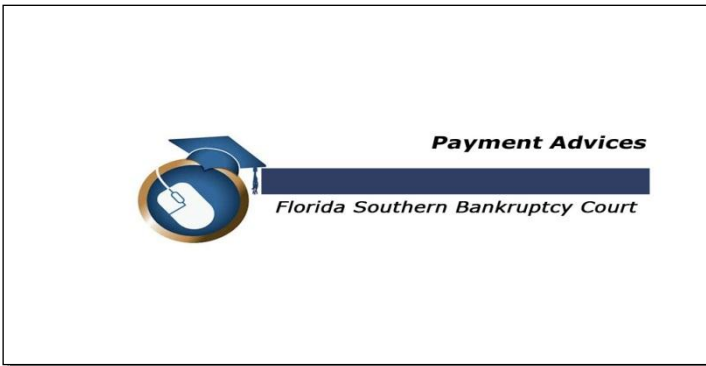
Notes: At the default screen, click Next.



Slide 71

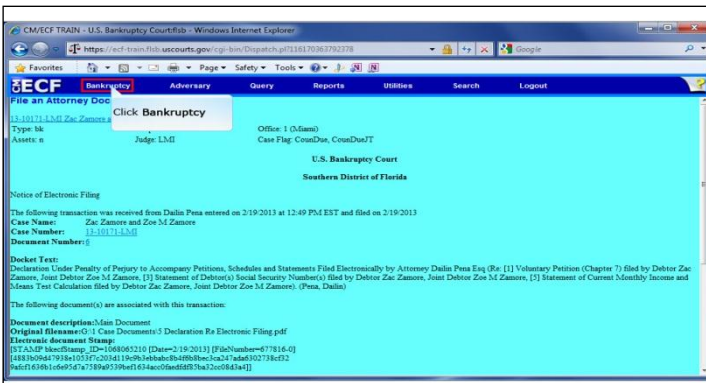


Slide 73



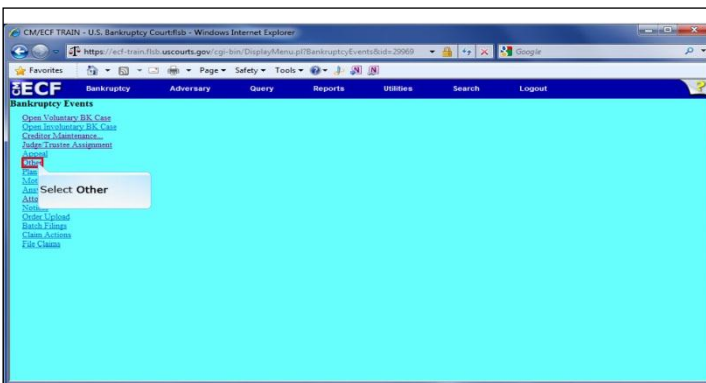
Notes: As part of case opening, payment advices are filed. Use LF-10 Declaration Regarding Payment Advices with attached copies of all payment advices or other evidence of income. Before filing, privacy information in payment advices and other attachments must be redacted.

Slide 74

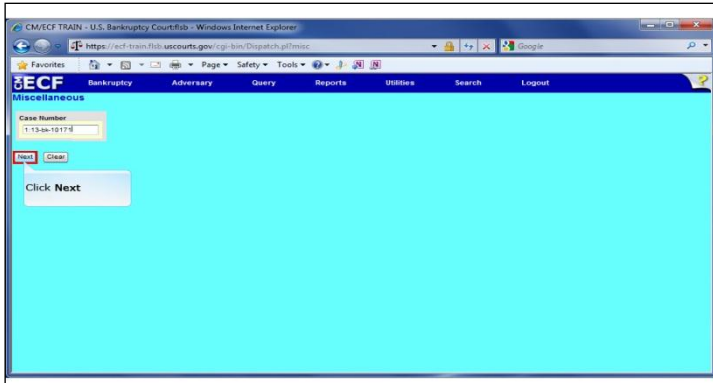


Notes: From the Main Menu bar, click Bankruptcy.

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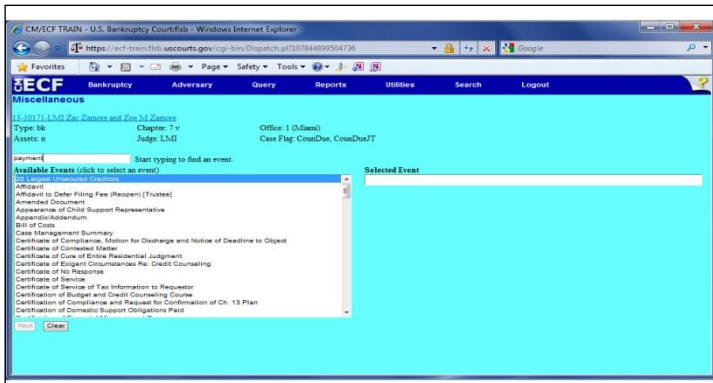


Notes: The Bankruptcy Events list will appear. Select Other from the list.



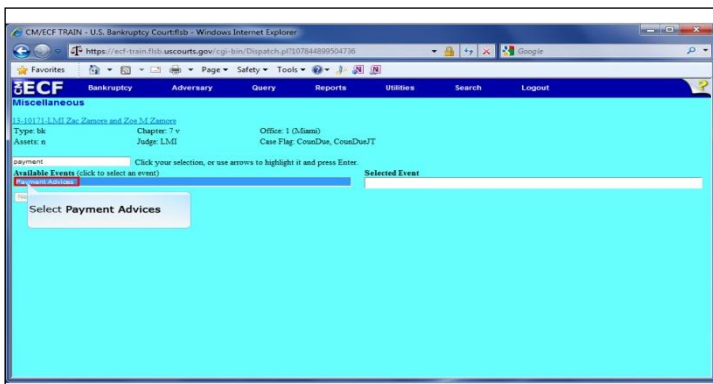
Slide 76

Notes: The Case Number screen will appear. Verify the case number and click Next.



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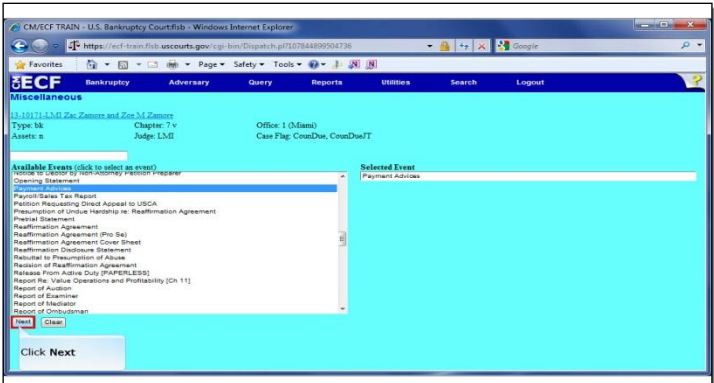
Notes: The Available Events screen will appear. Click in the text box and type "payment" to narrow your search.



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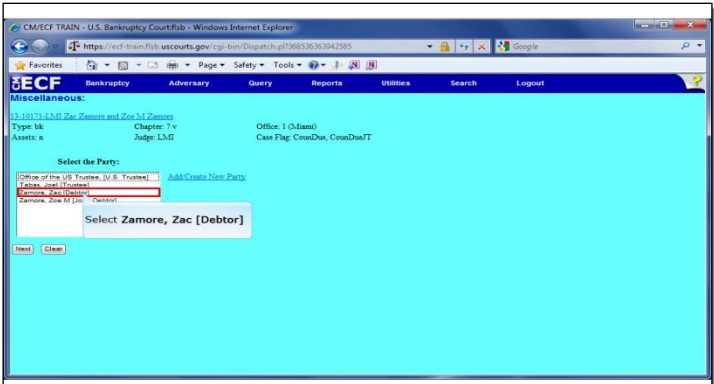
Notes: From the Available Events list, select Payment Advices.

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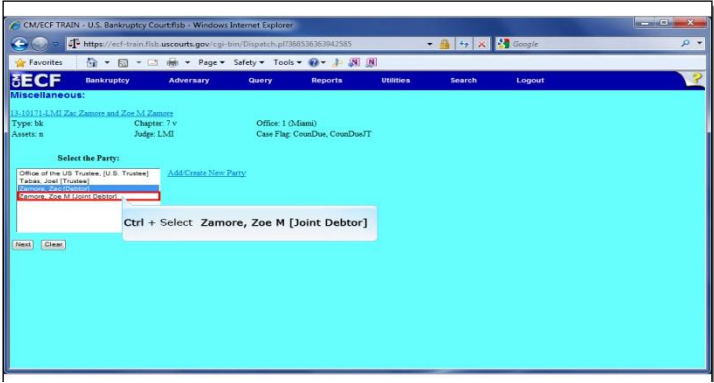
Notes: Confirm your selection appears in the Selected Events field and click Next to continue.

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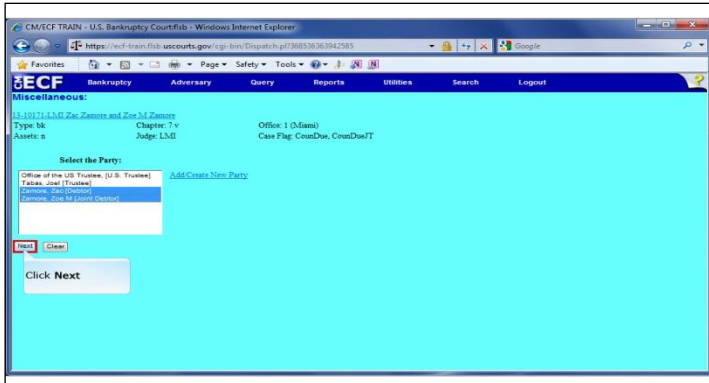


Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.

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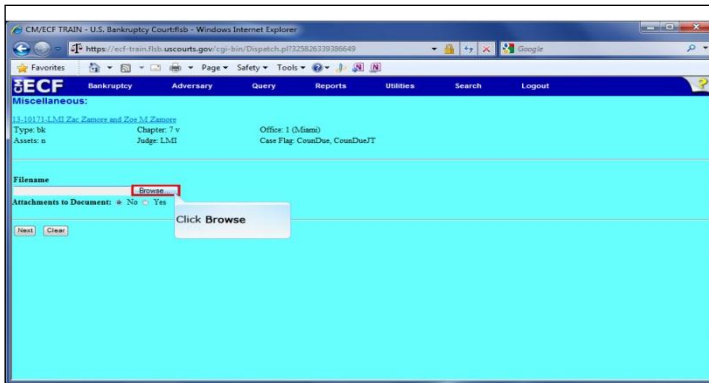


Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



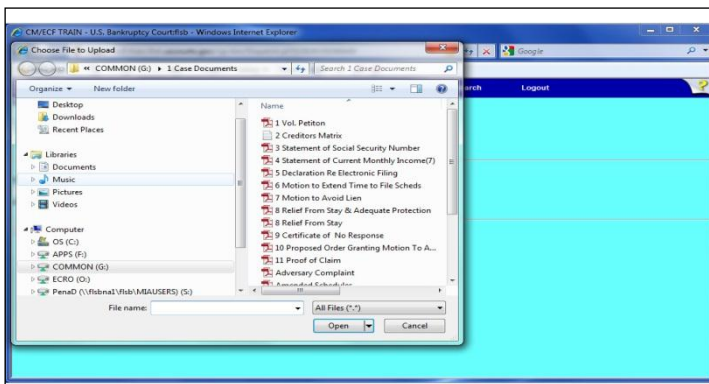
Slide 82

Notes: Once both are highlighted, click Next.



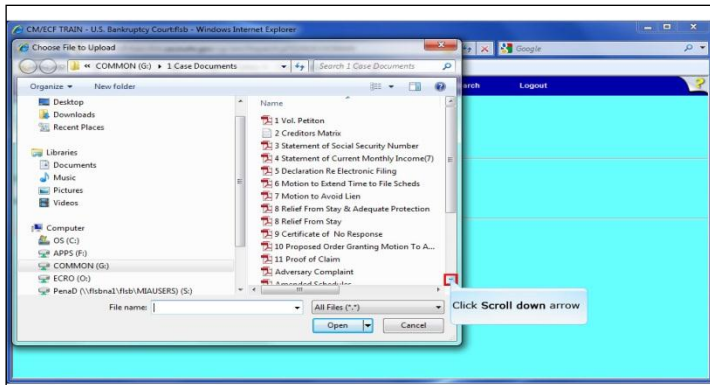
Slide 83

Notes: The PDF selection screen will appear. Click the Browse button to locate the PDF file.



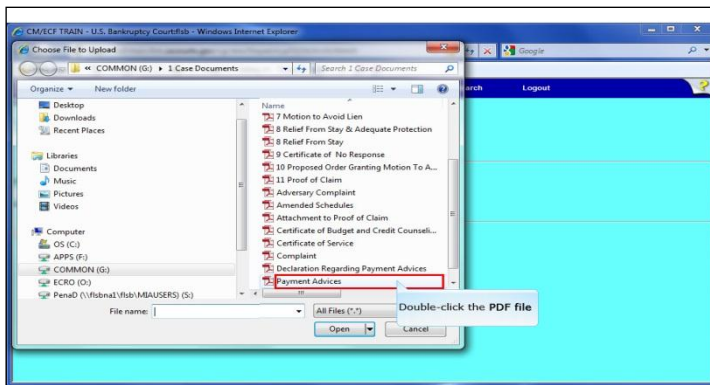
Slide 84

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



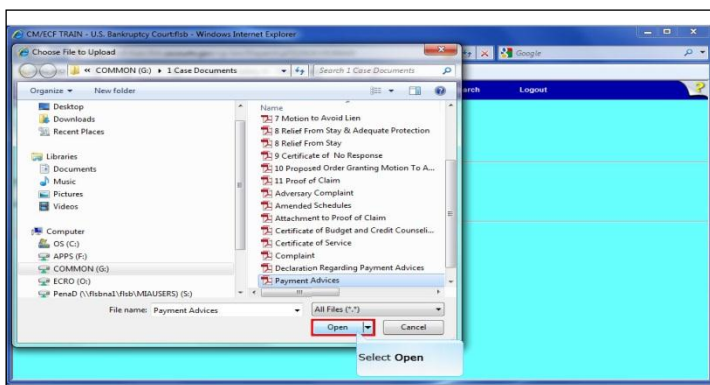
Slide 85

Notes: Click on the Scroll Down arrow to find the file.



Slide 86

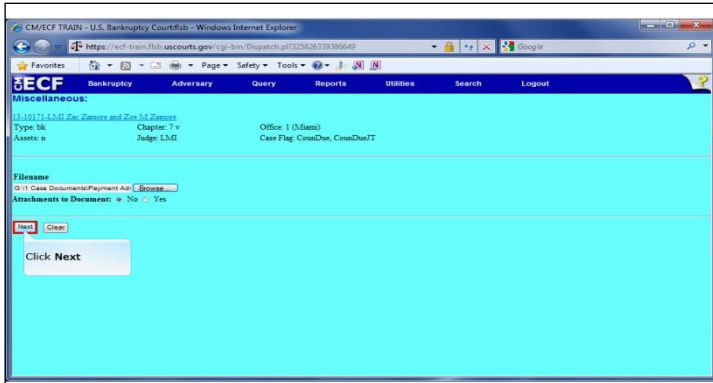
Notes: Before uploading, verify the correct PDF file is selected and has been redacted. The LF-10 should appear as the main document followed by the actual payment advices, if included. The payment advices for both debtors are included in this one PDF. Double-click the PDF file.



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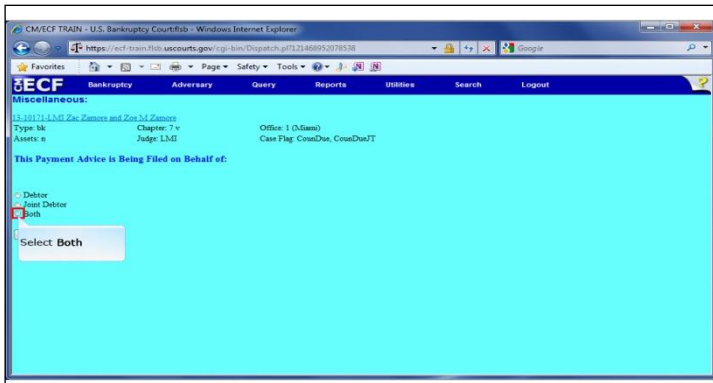
Notes: Click Open to associate the file with the case.





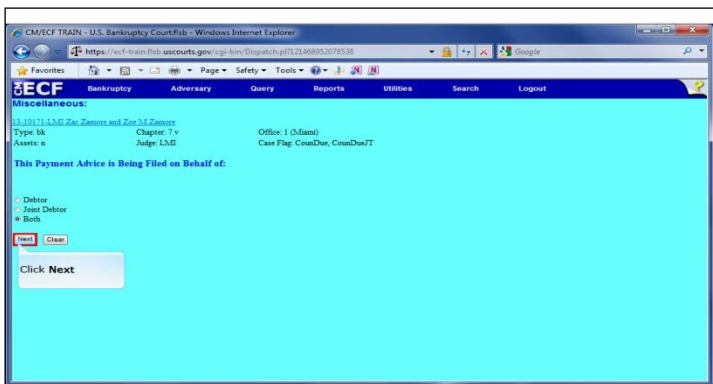
Slide 88

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



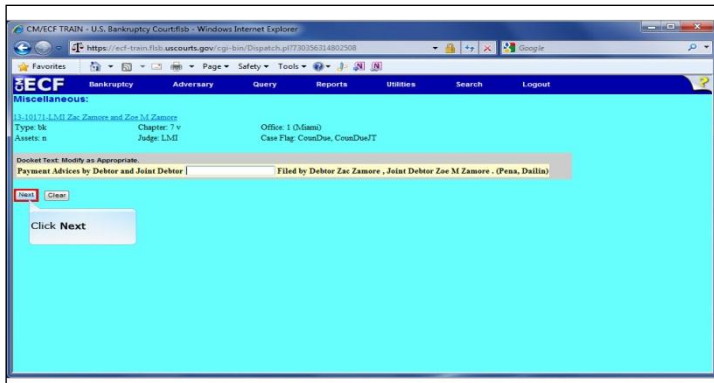
Slide 89

Notes: Since payment advices are being filed as one PDF file for both debtors, select Both.



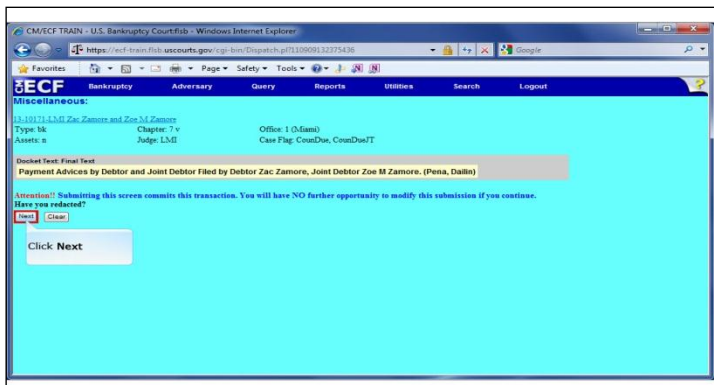
Slide 90

Notes: Click Next to continue.



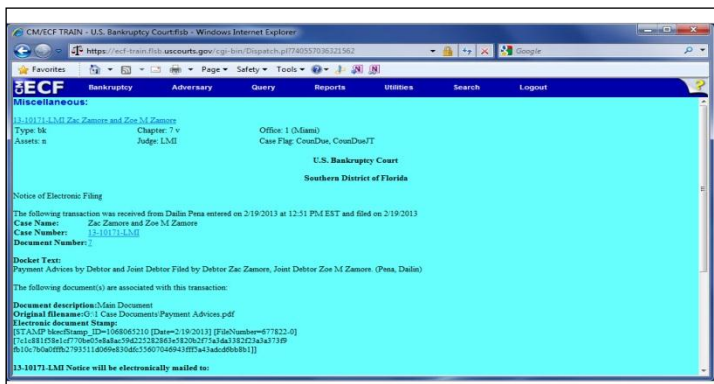
Slide 91

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.




Slide 92

Notes: The Final Docket Text screen will appear. Click Next to commit transaction.



Slide 93

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply. The debtors must next complete and certify the Personal Financial Management course within CM/ECF before the discharge can be entered.



### Resources

For further information, refer to our website for:

- FRBP 9037: Privacy Protection for Filings Made with the Court
- LF-10: Declaration Regarding Payment Advices
- LR 1007-1(F): Payment Advices

[Knowledge Check](#)

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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.


### Random Question

Linked To CaseOpeningPart2

Question 1 of 5

Slide 95 - 100

Notes:



### Summary


You should now be able to file a:

- Certificate of Budget & Credit Counseling
- Statement of Current Monthly Income/Mean Test
- Declaration Re: Electronic Filing
- Payment Advices

[EXIT](#)

Slide 101

Notes: Now that you have reviewed this learning module, you will be able to file a Certificate of Budget & Credit Counseling, Statement of Current Monthly Income/Mean Test, Declaration Re: Electronic Filing, and Payment Advices to complete the filing process for case opening. In addition, you are required to file a Disclosure of Compensation. This event is located under the Attorney Filed Documents menu. Click EXIT when you are finished.



Thank you for viewing the module on Case  
Opening Cont: Filing Required Documents.

Slide 102

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Notes:



## Knowledge Check

Question 1 of 5

**The Certificate for Budget and Credit Counseling course can be filed for whom in one docket entry?**

- ☐ A) the debtor
- ☐ B) the joint debtor
- ☐ C) both the debtor & joint debtor
- ☐ D) none of the above

Question 1

Notes:



## Knowledge Check

Question 2 of 5

**Fill out the statistical screens with the information contained in the:**

- ☐ A) Statement of Currently Monthly Income
- ☐ B) Summary of Schedules
- ☐ C) Both A and B
- ☐ D) None of the above

Question 2

Notes:



## Knowledge Check

Question 3 of 5


**Filing the Local Form Declaration Regarding Payment Advices and/or supporting documents is required for each individual debtor.**

- ☐ A) True
- ☐ B) False

Question 3

Notes:

Question 4

 Knowledge Check	Question 4 of 5
<p><b>When a Declaration of Electronic Filing is filed, the filer must select the same documents identified in the form.</b></p> <p> <input type="radio"/> A) True  <input type="radio"/> B) False                 </p>	

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Notes:

Question 5

 Knowledge Check	Question 5 of 5
<p><b>Complete the sentence below by filling in the blanks.</b></p> <p>To file a Declaration of Electronic Filing select <input type="text" value="--Select--"/> from the Bankruptcy events category.</p>	

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**Options:** Answer/Response; Other; Motions/Applications; Attorney Filed Documents

Notes: